

CLASS TITLE: PRINCIPAL DIETITIAN

Class Code: 02785400
Pay Grade: 24A
EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for the operation of a large therapeutic diet department in an institution or hospital; or to coordinate and supervise the dietetic planning of the central food processing plant; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative supervision of a superior with considerable latitude for the application of dietary theory and practice; work is subject to review for satisfactory performance and results obtained.

SUPERVISION EXERCISED: Plans, organizes, supervises and coordinates the work of personnel engaged in food preparation and service.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for the operation of a large therapeutic diet department in an institution or hospital; or to coordinate and supervise the dietetic planning of the central food processing plant.

To supervise and instruct one or more dietitians and subordinate personnel engaged in preparing and serving food.

To plan menus in accordance with established dietary and nutritional standards and/or adapt the master menu to meet the needs of the institution or agency served.

To determine the proper quantities and kinds of food to be served in compliance with the established dietary standards for the institution or agency served; to check regularly on the adherence to such dietary standards and standards of sanitation.

To be responsible for the preparation of therapeutic diets in accordance with medical prescriptions and consultation with medical staff; to record results on medical charts.

To complete nutritional assessments on chronic care patients.

To participate in patient/team conferences.

To perform patient visitations for diet histories, food preferences and/or other pertinent information.

To review medical records of both acute and chronic care patients and document nutritional status when necessary.

To be responsible for the instruction of patients and their families upon discharge as to the need for such diets and the proper procedure for their application.

To assist and cooperate with administrative personnel on any dietary administrative problems.

To attend departmental meetings and team conferences.

To lecture on dietetics and nutrition to student nurses, attendants or other supportive personnel; to conduct and participate in in-service training for dietary personnel.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the theory and practice of dietetics, including nutritional requirements of individuals of varying ages and physical conditions, basic and therapeutic diet planning, and food preparation and service; the ability to supervise and instruct dietitians and subordinate personnel engaged in large-scale food preparation and service; the ability to plan menus or adapt a master menu to meet the needs of the institution or agency served; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in nutrition and dietetics; completion of a dietetic internship; and

Experience: Such as may have been gained through: employment as a dietitian involved in the planning of basic and therapeutic diets, the maintenance of nutrition, and the supervision of food preparation and service in a hospital or institutional setting.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENT: At the time of appointment must be physically qualified to perform assigned duties as evidenced by a physician's certificate.

Class Revised: April 27, 1986

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